

DD/A Registry

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14 SEP 1983

DDS&T-754-83

MEMORANDUM FOR: Director of Training and Education
THROUGH: Deputy Director for Administration *9/19/83*
FROM: R. E. Hineman
Deputy Director for Science and Technology
SUBJECT: Seminar to Improve Writing Skills

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1. I am requesting your assistance to arrange a seminar for improvement of writing skills. [redacted] of my staff has discussed this project--a spin-off of the U.S. Air Force Academy Executive Writing Course--with [redacted] of the Office of Training and Education. I understand they are willing to support this effort.

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2. My immediate goal is to improve the quality of writing in the DS&T FY86 Program submission. A February 1984 scheduling of the seminar would be most useful for that purpose.

3. [redacted] can provide your staff with further information on the seminar and the instructor, [redacted] [redacted] may be contacted on extension [redacted]

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[redacted]
R. E. Hineman

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